


Memo

Date: 8/29/2005
To: Project Personnel
Cc: Mark Waits
From: Patrick T. Jackson 
RE: New Project Leave Procedures

Listed below are the new leave procedures for this office:

- 1) All call ins will be to my cell phone. (850-6189)
- 2) All annual leave requires prior approval. Any unscheduled use of annual leave will require proof of an emergency.
- 3) Any employee that calls in and requests sick leave, must provide written documentation if that employee has less than 40 hours of sick leave.
- 4) A request for Leave Approval must be filled out if an employee is not at work during regular working hours.
- 5) 1 unscheduled call in and 2 unscheduled leave requests will be allowed during a month.

8/26/2005

